



TANF 708-1 EMPLOYMENT and TRAINING

Employment and Training Case File Documentation

Supersedes:	New
TANF EMPLOYMENT and TRAINING POLICY	
Overview:	<p>Contractors must maintain accurate client records and case files. The Employment and Training (E&T) case file must include all verification submitted by the client or on behalf of the client (electronic and/or hard copy).</p> <p>All TANF Employment and Training case files must contain at least:</p> <ul style="list-style-type: none">• Proof of TANF non-cash eligibility determination;• Family goal documentation;• Signed employability/service plans, including updates; and• Partner agency documentation regarding family assessment, services and support (as necessary).
PERSON NOTES	<p>CHIMES person notes are legal case records that describe significant facts and support TANF Employment and Training program decisions.</p> <p>CHIMES person case notes must be:</p> <ul style="list-style-type: none">• Completed for every concluded or attempted client contact;• Completed for every action taken on the case;• Clear, specific, objective and complete; and• Completed within three business day of client contact, E&T decision or other E&T case action. <p>Medical, mental health or substance use information is NOT included in CHIMES person notes.</p>
EFFECTIVE DATE:	January 2017